

# How to Create the Load on Web Portal?

Effortlessly Post Load Details with 24/7 Truckin:  
A Step-by-Step Guide for Brokers



## Overview:

Creating a load on the 24/7 Truckin Web Portal is a straightforward process that allows brokers to efficiently post load details for owner-operators. By following these step-by-step instructions, brokers can input all necessary information about the load, making it visible to owner-operators who can then place bid offers or accept fixed-price loads.

Image 1: Load Creation Form

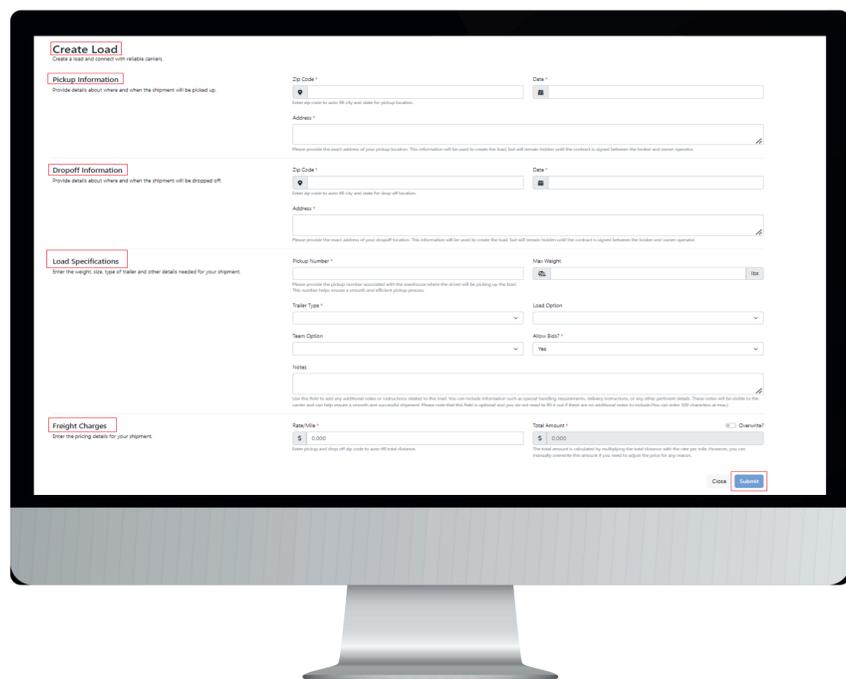
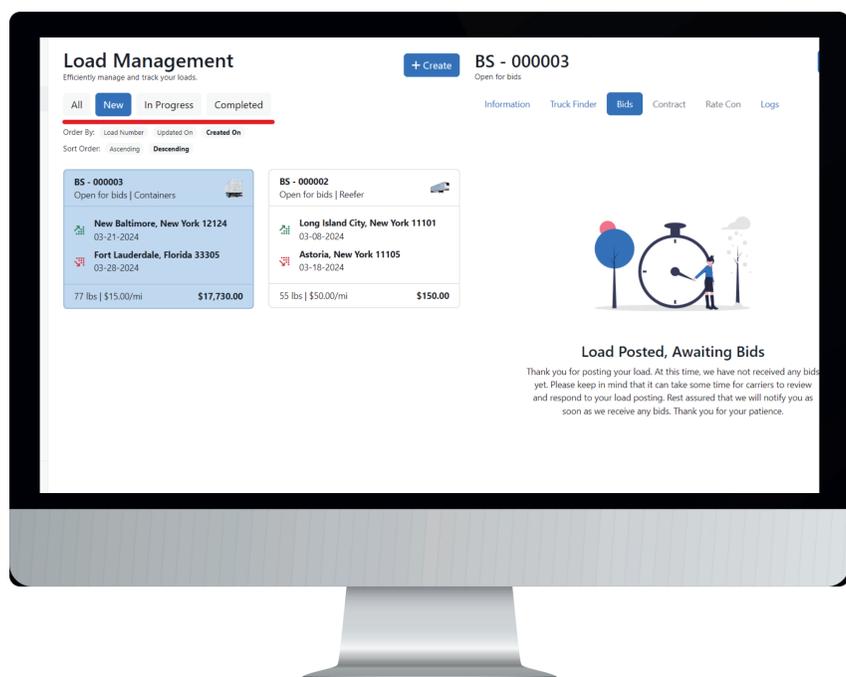


Image 2: Load Management Board Page



Steps are as follows:

### 1. Access the 24/7 Truckin Web Portal:

Begin by opening your web browser and navigating to the "24/7 Truckin Web Portal".

### 2. Initiate Load Creation:

Once logged in, locate and click on the "Create" button displayed on the portal interface. This action will redirect you to the load creation page.

### 3. Fill Out the Load Form:

On the load creation page, you will encounter a detailed form titled "Create Load." Provide all required information about the load by filling out the form fields accurately.

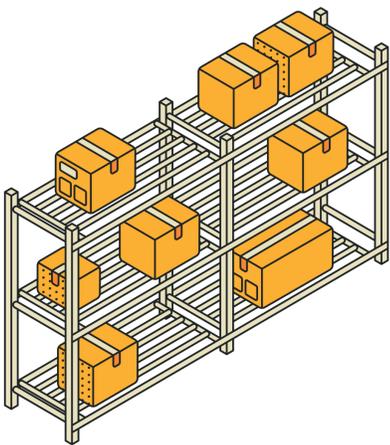
### 4. Submit the Load:

Once satisfied with the provided details, click on the "Submit" button to finalize the load creation process.

### 5. Navigate to Load Management Board:

Upon submission, you will be redirected to the "Load Management Board", where you can view and manage all created loads. Here, you can track bids offered by owner-operators and take further actions as needed.

## The Load Creation Form contains the following Significant Elements:



**Pickup Information:** In this part of the form, the broker will provide details about where and when the shipment will be picked up by adding the information of "Zip Code", "Date", and "Address".

**DropOff Information:** In this part of the form, the broker will provide details about where and when the shipment will be dropped off by adding the information of "Zip Code", "Date", and "Address".

**Load Specifications:** In this part of the form, the broker will enter the "Weight", "Size", "Type of Trailer" and other details needed for the shipment. Following are the details about the info required in this part.

**Pickup Number:** The broker will provide a pickup number to the load which is associated with the warehouse where the driver will pick up the load. This unique number will ensure a smooth and efficient pickup process.

**Max Weight:** The broker will provide the weight of his load so it will help owner operators to get an idea about the capacity of goods.

**Trailer Type:** The broker will select a trailer type according to his goods and the owner operators can only bid on load if they have the trailer type specified by the broker.

**Load Option:** The broker will select an option from "FTL" and "LTL" according to his load capacity. Broker will select "FTL (Full Truck Load)" if he wants to transport a large amount of goods. Otherwise he will select "LTL (Less Than Truck Load)" because his goods do not occupy the entire cargo area, but only a part of it.

**Team Option:** The broker specifies whether the load requires "one driver (solo)" or "multiple drivers (team)". If the trip duration is higher and longer than he will select Team option for smooth journey. Otherwise, if the trip duration is shorter than he will select the Solo.

**Allow Bids:** If the broker selects an option of "Yes", then the owner operators can send offers on the load. But if he selects an option of "No", then the owner operators can accept the load at the fixed price set by the broker.

**Notes:** The broker can provide specific instructions for the load for its safety. It can include information such as "special handling requirements", "delivery instructions", or any other pertinent details. These notes will be visible to the owner operators and can help ensure a smooth and successful shipment.

**Freight Charges:** In this part of the form, the broker will enter the price of his load. The broker will enter the price rate on per mile, then the system will calculate the total amount by multiplying the total distance with the rate per mile.

**Note:** The broker can enter the total amount manually by selecting the option of overwrite.

**The load is now created and will be shown to the owner operators on the 24/7 Truckin mobile application for them to place a bid offer and win the load.**